CenterPilot

CENTER STAFF TASK MANAGEMENT PROCEDURES FOR
THE SUCCESSFUL OPERATION OF CENTERPILOT

Using CenterPilot as your food program management solution is simple and effective. These written procedures are recommended to determine which staff members can best accomplish the basic CenterPilot tasks. Assigning these simple daily and weekly tasks in writing (and perhaps also posting them on your bulletin board) will alleviate confusion as to staff responsibilities and increase the effectiveness of CenterPilot for your site.

1. **CREATE PRE-SAVED MEALS, WEEKS AND SCHEDULES:** Designate a person who is responsible for creating/entering the Pre-Saved Meals and Weeks into CenterPilot. This person should have knowledge of the foods the center actually serves and the packages sizes that are actually purchased or ordered from your vendor. This person is responsible for contacting the sponsor if/when new foods or package sizes are purchased that cannot be found in the system.
   _____ (Name of Responsible Person)

2. **PRINT AND DISTRIBUTE MEAL PRODUCTION RECORDS**: Designate a person who is responsible for printing and distributing the Meal Production Records (MPRs). It is recommended that this report is printed on Friday for the next week. Printing the Friday before may prevent unforeseen circumstances that may disqualify meal services (i.e., running out of paper or ink, etc.).
   _____ (Name of Responsible Person)

3. **VERIFY ACCURACY OF MEAL PRODUCTION RECORDS:** Designate a person to verify the Meal Production Records (MPRs). This person is responsible for verifying at every meal that what is on the MPR report is what was actually served. This usually works well if the responsible person initials each meal as verification. If there are edits to be made (such as more food served, less food served, or different food served), this person should note the changes on the Meal Production Records.
   _____ (Name of Responsible Person

4. **UPDATE CHANGES TO MEAL PRODUCTION RECORDS IN CENTERPILOT:** If changes to the Meal Production Records (mentioned above in #3) will be added electronically into CenterPilot, designate a person to do so. Choose if the updates will be done: ( ) Daily (at the end of each day) or ( ) Weekly (every Friday by ( ) pm). This person will be responsible for checking the MPRs and

updating CenterPilot.

_____ (Name of Responsible Person)

5. **RECORD MEAL ATTENDANCES ON PAPER TEMPLATES:** If your site will be recording attendances and meal counts on paper (and entering them into CenterPilot later), designate a person to print the Weekly Meal Attendance Templates every Friday by close of business. This person is responsible to be sure newly enrolled children are entered into CenterPilot so their names will correctly print on the attendance templates. This person is also responsible to be sure children who have moved from one classroom to another are assigned to the new classroom in CenterPilot so their names will correctly print on the classroom attendance template.

_____ (Name of Responsible Person)

6. **SUBMIT FORMS TO YOUR SPONSOR:** Designate a person to submit completed enrollment and eligibility forms to your sponsor every (circle) M T W TH F.

_____ (Name of Responsible Person)

7. **RECORD MEAL ATTENDANCE BY PAPER – SKIP IF YOU USE DIRECT ENTRY ON TABLET/PHONE OR COMPUTER:** Designate a person (or people) to record attendance at the point of meal service using the correct attendance template. This person is responsible for totaling EACH column under EACH meal column to confirm head counts. This person should sign and date each form. Remember that if the correct meal count is not taken while the participants are seated to eat, the meal is not compliant with federal regulations.

_____ (Name of Responsible Person/s)

8. **ENTER MEAL ATTENDANCE INTO CENTERPILOT:** Designate a person to enter the meal attendance into CenterPilot from the paper point of service attendance record. This is to be done ( ) daily by end of day, to keep up with milk needs or ( ) every 2-3 days each week (M T W TH F) or other:

_____ (Name of Responsible Person)

9. **SUBMIT RECORDS TO SPONSOR:** If required by your sponsor, designate a person to fax or scan and email all Meal Production Records (MPRs) and all weekly attendance sheets to your sponsor every Friday by ( ) pm.

_____ (Name of Responsible Person)

10. **ENTER RECEIPTS:** Designate a person to enter receipts into CenterPilot at least weekly. This will help you determine how much milk to purchase by updating the milk bank report. If not already in place, develop a method to store receipts: (take a picture of the receipt when you make a purchase, keep a receipts envelope, use online purchasing, etc.). Record your receipt procedure here:

_____ (Name of Responsible Person)